

## **Staffing and Compensation Plan**

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### **I. EFFECTIVE DATE**

The provisions of this plan shall be effective commencing July 1, 2004 except as it has been or may be amended from time to time by resolution of the City Council and subject to budget limitations established by the Council.

### **II. PURPOSE**

THIS PLAN IS NOT A CONTRACT, NOR IS IT INTENDED TO VEST EMPLOYEES WITH RIGHTS OF EMPLOYMENT OR COMPENSATION OR ANY CAUSE OF ACTION WHATSOEVER. THE PLAN IS SUBJECT TO CHANGE AT ANY TIME BY RESOLUTION OF THE CITY COUNCIL AND IS INTENDED TO DO THE FOLLOWING:

1. Establish a compensation system whereby the salary ranges are established by market and classification data.
2. Design the compensation system whereby movement within the salary ranges is determined by individual employee productivity and skills.
3. Comply with 10-3-818 U.C.A. 1953, relating to the establishment of employee compensation.

### **III. STAFFING**

The Mayor may appoint and hire personnel necessary to carry out the duties and goals of the City within budget limitations as established by the City Council. Current budget staffing is outlined in Attachment E.

### **IV. ELIGIBLE EMPLOYEES**

Eligible employees may be appointed, classified, and compensated under policies and procedures promulgated by the Mayor, within budget limitations established by the Council. All appointed employees, elected officials, and full-time and part-time and temporary/seasonal employees are subject to the Sandy City compensation plan as provided herein.

[This plan does not create employment or compensation rights.]

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### **V. COMPENSATION PHILOSOPHY**

Sandy City is committed to maintaining employee wage ranges which are competitive with other Wasatch Front communities of comparable size. Annually the Human Resource Office will conduct a wage and benefits survey of the relevant communities. Because not all City positions have matches in the established market, a classification analysis may also be done on each position in conjunction with the market survey. This classification analysis may consider such factors as education and experience requirements, supervisory and financial responsibilities, level of risk in position and the analytical requirements of the position.

Based on the market and classification analysis, the Mayor's Budget Committee will review wage ranges and recommend changes as appropriate. City Council ranges will be approved by the City Council as part of the annual City budget.

### **VI. WAGES AND SALARIES**

#### **A. Appointed, Full-time Status and Part-time Status**

Appointed, full-time and part-time employees may be paid within ranges specified for their position (Attachment C) and receive insurance, retirement and other benefits as summarized in Attachments A and B as established by the Mayor and approved by the City Council.

It is recognized that the Chief Administrative Officer (CAO) and the City Attorney are appointed officers of the City that have been hired under written contract. Such contracts and the compensation provided thereunder, are hereby ratified and confirmed by the City Council and are hereby made a part of the City's compensation plan. The Mayor may review such contracts annually and execute amendments on behalf of the City if appropriate to conform such agreements more fully with this Plan, as it may be changed from year to year. Copies of such contracts, and any amendments hereof, shall be maintained for public inspection in the office of the City Recorder.

NO OTHER CONTRACTUAL RIGHTS TO EMPLOYMENT OR COMPENSATION ARE INTENDED TO BE CREATED OR RECOGNIZED BY THIS PLAN NOR MAY SUCH RIGHTS BE CREATED EXCEPT THROUGH EXPRESS WRITTEN CONTRACT EXECUTED WITH THE MAYOR, WITHIN CERTIFIED BUDGET APPROPRIATIONS AND CONSISTENT WITH THIS PLAN.

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### **B. Performance Pay**

A two-tiered performance pay plan structure may be used combining base salary increases and performance and incentive (lump sum) pay, governed by policy and procedures adopted by the Mayor, subject to budget limitations approved by the City Council. Salary and incentive (lump sum) payments shall not exceed the maximum of the salary range by more than 5% for any employee in any one fiscal year. Any salary and incentive payments which exceed the maximum of the salary range must be approved by the Mayor.

### **C. Elected Official**

The Mayor and City Council members' compensation shall be adjusted annually on July 1 by an amount equivalent to the average pay increase to City employees.

### **D. Temporary and Seasonal Employees**

A separate pay plan shall be used to compensate temporary and seasonal employees. Benefits for temporary and seasonal employees shall be established by the Mayor with the approval of the City Council (Attachment A).

### **E. Separation and Severance Pay**

Any employee terminating employment with Sandy City is entitled to separation payments for accrued vacation and earned compensatory time plus benefits, as provided by City policy and promulgated by the Mayor, as shown on the payroll records at the time of termination.

The Mayor, at his sole discretion and upon recommendation by a department head, may extend severance payments to employees of the City under the following provisions:

1. The amounts of severance not to exceed an amount equivalent to three months base salary.
2. The compensated employee meets one or more of the following criteria:
  - a. The employee has lost employment with the City due to reduction-in-force, physical or mental disability, or a termination without cause.

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- b. The employee is eligible for retirement under the Utah State Retirement System, provided that retirement is entirely voluntary by the employee and the employee's department can demonstrate a savings to the City which is at least equivalent to the amount of the additional severance benefit.
3. Any severance payments may be conditional, as determined by the Mayor, and must be made from actual and current budget appropriations as approved by the City Council.
4. Such payments may be in the form of a single lump-sum payment, periodic cash payments, insurance benefits, annuity, or other similar forms.
5. It is negotiated with the employee that receipt of any such payments shall be conditioned upon the compensated employee waiving any claims against the City relating to the termination of employment.

Additional severance payments in excess of three months must be approved in advance by the City Council.

### **F. Miscellaneous Compensation Provisions**

Subsection E shall not vest any employee with severance payment rights or restrict the CAO from classifying, reclassifying, advancing, or terminating City employees under policies and procedures promulgated by the Mayor.

## **VI. PAY PREMIUMS, DIFFERENTIALS AND ALLOWANCES**

In addition to compensation provided under Section III, eligible employees of the City shall receive the following benefits:

### **A. Overtime and Gaptime Compensation**

Eligible employees who are authorized and required by their supervisors to perform City work on an overtime basis shall be compensated by pay or compensatory time off at rates and procedures established by City Policy and Procedure in accordance with Federal regulations.

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In no case shall overtime compensation exceed the rate of 1½ times an employee's regular hourly rate of pay. Gaptime shall not exceed an employee's regular hourly rate of pay.

[NOTE: Gaptime is straight time overtime.]

B. Certification, Education Assistance, Incentive Pay

The Mayor may adopt programs to promote employee education and training, provided that all education assistance and education compensation incentives under such programs are authorized within appropriate budget limitations established by the City Council and administered in accordance with applicable Federal and State statutes.

C. Differential Pay

The Mayor may adopt programs to reward employees for the performance of assigned duties which may not be permanently assigned and/or are additions to the normal or regular duties of the employee's position.

D. On-Call Pay

Any department required to provide 24-hour emergency response service may pay a special fixed amount of pay for employees to remain available to respond while otherwise off-duty. Such programs must be approved by the Mayor and paid from budget appropriations as approved by the City Council.

E. Other Allowances

1. Automobiles

- a) The Mayor may authorize under City policy an eligible employee to utilize a City vehicle on a take-home basis, and shall, as a condition of receipt, require eligible employees to report his use to the City and to report a portion of the take-home vehicle cost as a taxable benefit or to pay reasonable expenses.

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- b) A car allowance may be paid to department heads and other eligible employees, within budgetary limitations established by the City Council, but in no case to exceed \$438 per month. Such payment shall be in lieu of local mileage allowance or an assigned City vehicle. The rate shall be determined based upon annual driving requirements of the position and for the inflationary increase of the cost of vehicle operation.

- c) Mileage Reimbursement

Some employees may be required to use their personal automobile for business purposes. Mileage for business use shall be reimbursed at a local mileage rate of 40¢ per mile up to the first 100 miles per trip. Mileage above 100 miles will be reimbursed at the current IRS authorized rate.

### **2. Uniforms and Tools**

Eligible employees may be provided uniforms and tools or receive an allowance for the procurement of uniforms and tools within policies and procedures established by the Mayor. Each employee shall be responsible for the care and maintenance of uniforms and tools in his/her charge.

## **VII. LEAVES OF ABSENCE**

Eligible employees may receive scheduled and emergency leaves of absence, with supervisor approval. The specific terms and conditions upon which such leaves are to be made available to appointed, elected and full-time and part-time employees, including holidays, vacations, family and medical leave, bereavement leave, military leave, jury duty leave, bonus leave, administrative leave, and leave without pay shall be administered by policies and procedures promulgated by the Mayor.

## **VIII. INSURANCE**

### **A. Group Insurance**

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Appointed, elected, full-time and part-time employees of the City may participate in the City's group insurance plans in conformity with and under the terms of each insurance plan adopted by the Mayor and approved by the City Council.

The City may provide a fixed cafeteria credit or Health Reimbursement Arrangement (HRA) amount equal to \$80.00 semi-monthly to each appointed employee, full-time employee and part-time elected official, and a \$40.63 semi-monthly cafeteria credit or HRA to each part-time employee.

The City may deduct from each applicable payroll all monies, including cafeteria credits and other employee benefit dollars or wages, necessary to fund employee cost of insurance coverage and make all payments necessary to fund the plan within budget limitations established by the City Council.

Life and disability insurance may be provided for all eligible employees. Temporary/Seasonal employees may also be provided life insurance.

Group Insurance includes:

1. Health and Dental Insurance
2. Group Employee Life Insurance
3. Disability Insurance

### **B. Worker's Compensation**

In addition to the foregoing, the Mayor may provide for worker's compensation coverage to the City's workforce including temporary/seasonal, volunteers and court assigned workers under applicable provisions of State statute, and other service related disability plans compensating appointed, elected and career employees of the City who are permanently and totally disabled while in the discharge of official duties.

### **C. Unemployment Insurance**

The City will provide unemployment benefits as provided by State law to employees who lose their employment with the City under terms and conditions established by State law and regulation.

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### **IX. RETIREMENT**

#### **A. Social Security**

Sandy City has elected to exempt itself from participation in the Federal Social Security System with the exception of Medicare provisions for employees hired after April 1, 1986.

#### **B. Retirement Programs**

The City may, in accordance with applicable state and federal laws, permit or require the participation of appointed, elected, full-time, part-time, and temporary/ seasonal employees in retirement programs as approved by the City Council. Such programs include:

1. The Utah Public Safety Retirement System
2. The Utah Firefighters Retirement System
3. The Utah State Public Employees Retirement System
4. Deferred Compensation Programs, including an IRS approved 401(k) or 457 plan.

The City may, at the request of any eligible employee, deduct additional funds for approved deferred compensation programs for the employee subject to federal Internal Revenue Service guidelines and limitations.

### **X. SCHEDULE OF GROUP BENEFITS**

#### **A. Benefits Funded by City - See Attachment A.**

#### **B. Group Health Benefits - See Attachment B.**

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